



CITY OF MORGAN HILL, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

ASSISTANT CITY ATTORNEY

THE COMMUNITY

Located in the southern part of Silicon Valley, Morgan Hill's thoughtful planning has made it one of the most desirable communities in Santa Clara County. With a growing population of approximately 44,000, Morgan Hill provides the ideal balance between jobs, housing, recreation, and open space. The City has optimum

housing options, abundant shopping, regionally recognized wineries and a historic Downtown with award-winning restaurants and charming boutiques.

Morgan Hill is a family-oriented, vibrant and progressive community where residents and visitors enjoy a wide range of outdoor and indoor activities. The City is known for its regional, world-class recreational facilities that attract over 1.3 million visitors annually. The community enjoys public art, many local street fairs, summer music festivals and holiday parades. Downtown Morgan Hill has become a destination for popular events, including the Mushroom Mardi Gras, Fourth of July parade and fireworks, Taste of Morgan Hill, and the Friday Night Music Series. With an average temperature of 70 degrees, Morgan Hill offers abundant year-round recreational activities including cycling, golfing, swimming and boating. Nestled next to Henry Coe State Park, Morgan Hill provides easy access to over 79,000 acres for camping, backpacking, fishing, hiking, mountain biking, and horseback riding.

Just 15 miles inland from the Pacific Coast, Morgan Hill is surrounded by the Santa Cruz Mountains to the west and the Diablo Range to the east. Morgan Hill is just minutes away from the big city amenities of San Jose, and a short one-hour drive to the redwood forests and beaches of Santa Cruz and the spectacular Monterey Peninsula. Caltrain runs weekdays through Morgan Hill and connects commuters both to San Jose's light rail systems and to BART throughout the Bay Area.

THE CITY ORGANIZATION

The City of Morgan Hill is a general law city operating under the council-manager form of government. The City was incorporated in 1906 and operates with a five-member City Council, including the Mayor. The Mayor is directly elected to serve a two-year term and the remaining four City Council members are elected to serve alternating four-year terms. The City Clerk and the City Treasurer are also directly elected to four-year terms. The Council appoints the City Manager and City Attorney.

Annually, the City Council adopts its priorities, goals, and strategies for the organization and community. The City Council's ongoing priorities are:

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- Enhancing public safety
- Protecting the environment
- Maintaining fiscal responsibility
- Supporting youth
- Fostering a positive organizational culture
- Preserving and cultivating public trust

As a full-service city, Morgan Hill highly values inter-department collaboration and partnering with other organizations. The City operates with a full-time team of 193.50 positions and an equal number of part-time employees to deliver high quality and efficient services. Operating departments include Police, Fire, Community Services, Community Development, Administrative Services, and Public Works. Total FY 2016-17 and FY 2017-18 budgets are \$126.2 million and \$126.1 million, respectively.

THE CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to provide sound, cost-effective legal representation and advice to the City of Morgan Hill. The City Attorney is appointed by and reports directly to the full City Council. The City Attorney represents and advises the City Council, commissions, boards, and officers of the City in all matters of law related to City business and operations. The City Attorney also serves as the City's Risk Manager for purposes of reviewing claims, managing litigation, and participating in the ABAG PLAN self-insurance pool as a member of the Plan Board of Directors. An Assistant City Attorney, Paralegal, and part-time Risk Management Analyst are part of the City Attorney's Team.

The Assistant City Attorney is a new position who will be responsible for advising the



City's Planning Commission and providing advice on a broad range of legal issues. The Assistant City Attorney will be expected to prepare contracts, ordinances, resolutions, letters, deeds, leases, permits, and litigation documents. The Assistant City Attorney will also prepare written reports to the City Council, commissions, and staff and is responsible for responding to inquiries and reviewing staff reports.

This position will advise Department Directors and project managers on procedural and regulatory requirements, negotiate and drafts transactional documents, draft legislation, and provide counseling to mitigate risk and resolve disputes pre-litigation. The Assistant City Attorney may represent the City in state and federal courts.

THE IDEAL CANDIDATE

The ideal Assistant City Attorney will be an experienced legal professional who is eager to join a highly collaborative team, and who enjoys working together to advance the City Council's priorities. This collaborative approach is embraced by the City Council as well as the Executive Leadership Team, under the direction of the City Manager. Additionally, the new Assistant City Attorney will do exceptionally well in this high performing organization if he or she possesses strong time management skills, excellent writing skills and strong communication and public speaking skills.

Morgan Hill's legal activity level is more reflective of a much larger municipality. As a result of the range of issues that are referred to the City Attorney's Office, this professional will be someone who thrives in a dynamic, fast-moving environment.

The Top Candidate will also be expected to be a strategic and innovative leader. With a number of current and pending development projects and growth issues, including update of its Zoning Ordinance, the City of Morgan Hill will benefit greatly from an Assistant City Attorney who has recent experience in community development including land use issues, real estate, public works, and economic development. Practical experience addressing litigation issues or directing outside counsel on other matters will also be beneficial. Important to note, the City contracts with a number of firms for specialty work; however,



the budget for outside counsel is limited. The workload is heavy and, therefore, the Assistant City Attorney must have the ability to prioritize and align the work with the City Council's goals and management priorities while maintaining an "open-door" policy and a respectful relationship with all members of the City Team. The Top Candidate will possess the ability to address the full spectrum of legal issues with a problem-solving, opportunistic approach.

The Assistant City Attorney will be recognized as an inclusive and thoughtful legal advisor who listens first, seeks input, and then consistently presents legal options for consideration, allowing for a thorough analysis of all aspects of an issue. With broad municipal experience (either directly with a municipality or through a municipal law firm), the Ideal Candidate will be able to evaluate controversial situations and

present options in a clear and concise fashion. In addition to being a strong manager, the successful candidate will have a business friendly, customer service approach.

Perhaps equally important, the Assistant City Attorney will be a person with high energy who enjoys public service and wants to be part of this team-oriented organization and the community.

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DESIRED QUALIFICATIONS

Candidates should possess a minimum of five (5) years of legal practice, with at least three (3) years in municipal law or other public agency law, with a solid background

in all aspects of municipal law. Candidates should be familiar with municipal ethics laws, open meeting, and public records requirements. Experience in land use, real estate, and affordable housing issues will distinguish successful candidates. It is anticipated that candidates will have served as an Assistant City Attorney or Deputy City Attorney or in an equivalent position with a city, county, or law firm serving local government. Candidates must have graduated from an accredited law school and have a current membership in the California State Bar.

COMPENSATION & BENEFITS

The annual salary range for the Assistant City Attorney is \$110,160 - \$145,224, DOQ and up to \$148,848 with performance pay. The City offers an attractive benefits package, the central provisions of which are:

Retirement – Public Employees' Retirement System 2.5% @ 55 plan for qualified "classic employees" as defined by CalPERS; 2% @ 62 plan for others.

Medical and Dental Insurance – The City provides medical and dental insurance for employee and dependents; up to \$1,864.36 per month (depending on number of dependents).

Life & STD/LTD – \$150,000 city-paid term life insurance coverage; short-term and long-term disability insurance; employee assistance plan.

Vacation – 120 hours per year, increasing to 160 hours after five (5) years of service.

Administrative Leave – 72 hours per fiscal year; prorated at time of hire.

Leave Cash-Out – Up to 120 hours combined vacation/administrative leave may be cashed out each year.

Sick Leave – 12 days per year; sick leave cash out in December for 25% of earned but unused sick leave for that year.

Personal Leave – Two (2) days per year; hours taken from sick leave balance.

Holidays – 11 holidays plus two floating holidays (plus one half-day taken either before Christmas or New Year's Day) per year.

Deferred Compensation – ICMA or MassMutual 457 Plan available. City contributes 3% to 5% of salary, depending upon years of service.

Car Allowance – \$225 per month

Cell Phone Allowance – \$65 per month.

Fitness Membership – Up to \$50 per month toward a Centennial Recreation Center membership or membership to another fitness facility.

Alternate Work

Schedule – Available, if desired.

APPLICATION & SELECTION PROCESS

The first screening of applications for the Assistant City Attorney recruitment is Friday, February 3, 2017. To be considered for this exciting and rewarding career opportunity, please submit your résumé, list of six work-related references, and current salary. Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed. Please visit our website at: www.bobmurrayassoc.com to apply online.

Preliminary screening interviews are expected to be conducted in early February. Those individuals determined to be the most ideally suited for the opportunity will be invited to participate in interviews with the City the week of February 27, 2017. Appointment is expected shortly thereafter, following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information about this position, please contact Mr. Gary Phillips at:

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